

SPECIAL WILLMAR CITY COUNCIL PROCEEDINGS
WILLMAR, MINNESOTA
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
& BY ELECTRONIC MEANS (GOTO MEETING)

May 27, 2021
6:00 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Thomas Butterfield arrived at 6:01 p.m.

Also present were City Administrator Brian Gramentz, Finance Director Steve Okins, Planning and Development Services Director Dave Ramstad, City Attorney Robert Scott, City Clerk Judy Thompson, and BakerTilly Representative Patty Heminover.

Council Member Fagerlie offered a motion to approve the agenda as presented. Council Member Asmus seconded the motion which carried.

Mayor Calvin stated the applications for Zoning Appeals Board and Planning Commission were presented in the Council packet. This item was received for information only.

Planning and Development Services Director Dave Ramstad presented a request to approve vacating of city easements within Lots 2, 3, 4, and 5, Block 1, Water View Business Park, and set a public hearing for June 7, 2021 at 6:02 p.m. Approving the vacation will condition the vacation on the City's approval and developer's recording of a replat dedicating new easements satisfactory to the City and Willmar Municipal Utilities (WMU) in connection with the anticipated development.

Resolution No. 2021-119 Setting a Public Hearing to Consider a Petition to Vacate Utility Easements was introduced by Council Member Plowman. Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Administrator Gramentz presented a request to approve an increase of \$9,700.00 to the LSE Architects contract for Events and Recreational Center, Invest in Willmar project resulting in a new total contract amount of \$51,275.00 and authorize city signature.

Resolution No. 2021-120 Authorization to Execute Agreement Amendment with LSE Architects for the Events and Recreation Center for Additional Architectural Services was introduced by Council Member Nelsen. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

BakerTilly Representative Patty Heminover gave a brief overview and update on two potential candidates for City Administrator.

Following a lengthy discussion, Council Member Asmus offered a motion to authorize BakerTilly Representative Patty Heminover to negotiate employment agreement terms with Dana Schoening. Council Member Davis seconded the motion which carried. Council Member O'Brien voted "no".

Mayor Calvin suggested a group of Council members be established to work with BakerTilly Representative Patty Heminover on negotiation strategy and parameters of an employment contract with Mr. Schoening. Following a brief discussion, Council Member Plowman offered a motion Council Members Asmus and O'Brien work with Ms. Heminover on the employment agreement terms and conditions. Council Member Nelsen seconded the motion which carried.

Mayor Calvin opened the discussion to consider a need for interim City Administrator. Mayor Calvin suggested Council Member Nelsen chair the committee to bring a recommendation to the June 7th Council meeting. Council Member Ask volunteered to serve on this committee.

Council Member Fagerlie offered a motion Finance Director Okins be appointed interim city administrator. Council Member Butterfield seconded the motion.

Discussion centered on the many financial items the City is involved with at this time, along with current shortage of staff in the Finance Department.

Council Member Asmus offered a motion to call the question. Council Member Fagerlie seconded the motion which carried. Council Member Butterfield voted "no".

The motion to appoint Finance Director as interim city administrator then failed on a roll call vote of Ayes 3, Noes 5. Council Members Asmus, Ask, Davis, Plowman, and Nelsen voting "no".

Council Member Butterfield left the meeting at 6:49 p.m.

Council Member Plowman offered a motion Council Member Nelsen and Council Member Ask work together and bring recommendations for interim city administrator to the June 7th Council meeting. Council Member Asmus seconded the motion which carried.

Council Member Nelsen inquired if City Administrator Gramentz would consider remaining in his current position on a part-time basis until an interim administrator is obtained.

Following discussion, City Administrator Gramentz agreed to continue on a part-time basis for assistance during the interim.

Council Member Nelsen offered a motion to retain Mr. Gramentz on a part-time basis until an interim administrator is obtained. Council Member Plowman seconded the motion which carried.

City Administrator Gramentz asked Council to consider assigning the interim Public Works Director duties to the Public Works Superintendent, Gary Manzer. These duties would include day-to-day on-site signatures that are needed, along with approving timesheets for the department until a full-time Public Works Director is in place.

Following discussion, Council Member Plowman offered a motion to approve staff's recommendation. Council Member Asmus seconded the motion which carried.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 7:02 p.m.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
SECRETARY TO THE COUNCIL

RESOLUTION NO. 2021-119

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A
PETITION TO VACATE UTILITY EASEMENTS**

Motion By: Plowman Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 6:02 p.m. on Monday, June 7, 2021, in the Chambers of the Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a petition submitted by Duinick Development, Inc. for the vacation of drainage, utility and other easements more particularly described as:

All drainage, utility and other easements lying on, over, under and across Lots 2, 3, 4 and 5, Block 1, The Water View Business Park, Kandiyohi County, Minnesota, previously dedicated, conveyed or granted on the recorded plat of The Water View Business Park;

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person, by GoToMeeting, telephone at 320-335-7135, or be represented by counsel to be heard on this matter.

Dated this 27th day of May, 2021.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2021-120

**AUTHORIZATION TO EXECUTE AGREEMENT AMENDMENT WITH LSE ARCHITECTS
FOR THE EVENTS AND RECREATION CENTER FOR ADDITIONAL ARCHITECTURAL SERVICES**

Motion By: Nelsen Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into an amendment to the agreement between the City of Willmar and LSE Architects for additional architectural services for the Events and Recreation Center for the amount of \$9,700.00.

Dated this 27th day of May, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK